



**Tennessee Department of Environment and Conservation**  
**Senior Policy Analyst**  
**Office of Policy and Planning**  
**Annual Salary Range: \$59,508 - \$107,100**

**About the Tennessee Department of Environment and Conservation (TDEC)**

The Department exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment by:

- Protecting and promoting human health and safety.
- Protecting and improving the quality of Tennessee's land, air, and water.
- Conserving and promoting natural, cultural and historic resources.

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from fees for services, state parks revenue, federal sources, and the state general fund. TDEC is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has a central office in Nashville and eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

**About the Office of Policy and Planning**

The Office of Policy and Planning conducts short and long term environmental policy research and analysis, implements strategic planning and process management initiatives and performs Title VI and Environmental Justice functions that are necessary to fulfill the Department's mission. The Policy Office works collaboratively within the Department and with other state Departments to implement strategic initiatives and identify innovative, cost effective opportunities for state government to enhance the quality of life for Tennessee citizens and the natural environment. The Policy Office also works to engage federal, state and local government agencies as well as non-governmental organizations and the academic and business community to exchange views on matters relevant to environmental policy.

**Summary of Position**

This Executive Service position is located in Nashville, TN. The selected candidate will work with the Office of Policy and Planning to conduct research on priority environmental issues to determine historical treatment of the issue, national or international trends, scientific data, and relevant

economic information. This individual will lead internal department working groups to conduct research and develop white papers or other work product, which summarizes and analyzes research findings and provides recommendations for the department or program area. This individual will also engage with state and federal agencies, non-governmental organizations and other departmental stakeholders for the purposes of developing and/or enhancing environmental policy. Major responsibilities include: support the strategic planning and implementation of environmental policy initiatives for the Department and its program areas, provide policy analysis and recommendations to Department Leadership in regards to environmental policy and planning, and assist with the implementation of special projects.

### **Principal Duties and Responsibilities**

- Conduct research on environmental policy issues to determine historical treatment of the issue, determine state, regional, national or international trends, and technical data if applicable. The analyst will utilize the research to develop policy position papers, recommendations, or other work products as required.
- Coordinate with department divisions to develop policy papers or other work product, stakeholder outreach, and communication and implementation plans for new environmental policies.
- Lead working groups to conduct research on the programs and processes of departmental peer organizations, scientific and technology related information, and social and economic considerations.
- Develop and communicate recommendations for environmental policies to department leadership.
- Work with the Policy Office team in establishing division specific goals and objectives that align TDEC's overall mission and Customer Focused Government Goals.

### **Knowledge, Skills and Abilities**

The successful candidate will have a demonstrated ability to function as an independent researcher, analyst and advocate for the Department, with minimal guidance in a highly demanding work environment and possess the following attributes:

- Results oriented individual with a commitment to the mission of the Department.
- Strong research and keen analytical skills which support tactical and strategic decision-making.
- Functional abilities and technical knowledge and skills to do the job at a high level of accomplishment.
- Ability to write clearly and succinctly in a variety of communication settings and styles getting information across with the desired effect.
- Is future oriented; can create competitive and breakthrough strategies and plans anticipating future consequences and trends. Can facilitate effective brainstorming.
- Deals with concepts and complexity comfortably. Knowledgeable about how state government works; knows how to get things done both through formal channels and informal networks.
- Understands the origin and reasoning behind key policies, practices and procedures.

- Skilled working with executive level and senior level managers by crafting approaches likely to be seen as appropriate and positive. Competent at building trust and confidence of people in authority.
- Is dedicated to meet the expectations and requirements of internal and external customers. Establishes and maintains effective relationships with customers and gains their trust and respect.
- Demonstrates high integrity and good judgment.

**Education / Experience:**

Applicants must possess a Bachelors' degree, as well as a graduate degree and at least 5 years of full-time equivalent work experience in one of the following areas: Doctor of Jurisprudence (current active Tennessee law license preferred), Environmental Law, Environmental Policy and Planning, or Economics. Other graduate level degrees will be considered that support the requirements of the position. Preference may be given to candidates with two or more years of experience in water, air, land or energy law; water, air, land or energy policy, or environmental economics.

All interested candidates should submit via email ([TDEC.Careers@tn.gov](mailto:TDEC.Careers@tn.gov)) resume, cover letter, and writing sample to Beth Smith. The position will remain posted until February 16, 2016. Additional questions regarding the position should be sent to [TDEC.Careers@tn.gov](mailto:TDEC.Careers@tn.gov).

**Beth Smith, Director**

**Office of Talent Management**

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TDEC is an AA/EEO/ADA equal opportunity employer.